



Bid Notice Abstract

Request for Expression of Interest

Reference Number 11613487
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services for the Monitoring and Impact Assessment of DOT-OHCD Training Programs

Area of Delivery

Solicitation Number:	RFQ NP-SVP No. 2024-12-0411	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Consulting Services	Date Published	15/12/2024
Approved Budget for the Contract:	PHP 400,000.00	Last Updated / Time	15/12/2024 00:00 AM
Delivery Period:		Closing Date / Time	18/12/2024 11:00 AM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

SCOPE OF WORK

The selected service provider/consultant will be responsible for the following:

1. Review and Analysis
 - Conduct a desk review of existing monitoring/survey tools, training compendium/modules, participant profiles, and related documentation
2. Survey and Data Collection
 - Develop and administer surveys and online interviews with training participants, trainers, and stakeholders.
 - Collect data on training outcomes, participant satisfaction, and post-training application of skills.
3. Field Visit as necessary
 - Conduct field visits to selected training sites/regions, as approved by DOT-OHCD, for on-ground validation and data collection. All logistical requirements for these visits will be covered by the DOT end-user.
4. Impact Analysis
 - Assess the contribution of the training programs to the professional growth of participants and the overall tourism sector.
5. Reporting

- Provide a comprehensive report detailing findings, conclusions, and actionable recommendations.
- Submit an executive summary and a presentation for DOT officials

DELIVERABLES

1. Inception Report
 - Detailed Methodology
 - Work plan with proposed timeline
 - Data collection instruments to be used.
2. Impact Assessment Report
 - Executive Summary
 - Detailed findings and analysis for each level of assessment
 - Recommendations for scaling successful programs
3. Presentation of Findings/Results
 - Visual dashboards and infographics for DOT officials and stakeholders
 - Workshops to discuss findings and implementing recommendations
4. Toolkits
 - Templates and methodologies for replicating impact assessment for future training programs

Logistical Arrangements: The DOT will shoulder all logistical requirements for necessary field visits, and other project-related activities, including travel expenses, accommodations and venue arrangements.

QUALIFICATIONS OF SERVICE PROVIDER

The DOT is in need of a Consultancy Fir,/Company to provide professional and technical consultancy services in order to ensure the effective implementation of a comprehensive monitoring and impact assessment of DOT-OHCD training programs.

Required professional skills and experience

- Must have at least two (2) years of experience in delivering professional services related to DOT training programs;
- Must have completed at least 2 similar projects, including module development or learning needs assessment with national or regional impact;
- Must have at least 2 dedicated team of experts with relevant qualifications and professional experience;
- Must have the technical expertise and resources to conduct data collection, analysis, and interpretation to evaluate training programs effectively; and
- Must be flexible to adjust to DOT-OHCD's schedule of activities.

DURATION OF THE PROJECT

Three (3) months from the issuance of Notice of Award.

MODE OF PAYMENT

Payment shall be processed in accordance with the government accounting rules and regulations

(please see attached TOR for the complete details including the Criteria for Rating of the Prospective/Interested Bidders)

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Consulting Services	Consulting Services for the Monitoring and Impact Assessment of DOT-OHCD Training Programs	1	Lot	400,000.00

Other Information

Kindly submit your Quotation (with timeline, plan and methodology) and the following eligibility documents on or before 18 December 2024, 10 a.m., to: nplucman@tourism.gov.ph, to wit:

1. Registration Certificate (i.e. SEC Registration in case of corporation,....)
2. Mayor's Permit
3. PhilGEPS Registration Number
4. Latest Income Tax Return (for ABC above PhP500,000.00)
5. List if Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.
6. Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff
7. Statement of the Prospective Bidder of all its going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid, within the relevant period as provided in the Terms of Reference

- 8. Omnibus Sworn Statement
 - 9. Company Profile (with organizational structure)
- Late and unsigned bids are automatically disqualified.

Created by Norjannah P Lucman
Date Created 14/12/2024

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